



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 24, 2022
NOTICE OF JOB VACANCY
#22-76

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, New Jersey Racing Commission, for applicants who meet the requirements specified below:

TITLE: Assistant Director Racing Operations

SALARY: \$90,000.00 to \$110,000.00

LOCATION: New Jersey Racing Commission
140 East Front Street
Trenton, NJ 08625
(Travel between Oceanport, Freehold, and East Rutherford Racetracks required for work responsibilities)

NUMBER OF POSITIONS: One (1)

DUTIES: Under the direction of the Executive Director and/or Deputy Director, the Assistant Director performs assigned duties, which may involve the oversight of personnel, administration, licensing, pari-mutuel wagering, investigations, veterinary practices, appeals and rule making. The Assistant Director formulates policy recommendations in order to attain New Jersey Racing Commission ("NJRC") goals and objectives; monitors, oversees and ensures compliance with operational procedures and regulatory requirements; makes recommendations regarding organizational development and needs assessments; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in horse racing operations of public tracks, two (2) years of which shall have been in a supervisory capacity.

Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-76 and current resume on or before the closing date of February 24, 2022 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

